



DEPARTMENT OF HUMAN SERVICES
SENIORS & PEOPLE WITH DISABILITIES SERVICES
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AUTHORIZED BY: _____

**SPD Assistant Director/
Deputy Assistant Director/
Administrator**

INFORMATION MEMORANDUM

SPD-IM-02-047

Date: September 6, 2002

TO: Area Agency on Aging Directors
CHS/AAA Field Managers and Staff
SPD Managers and Staff

CHS SDA Managers
CHS SDA Assistant Managers
CHS Central Office Managers

SUBJECT: 2002 Farm Bill Training

INFORMATION: The 2002 Farm Bill, and the state options it offered, has created major changes in benefit computation and client change reporting for the Food Stamp Program. These changes will become effective on October 1st and November 1st of this year. DHS trainers plan to support field staff through this change by offering two options for training:

- A train-the-trainer session on October 3rd, and
- Classroom training around the state during the weeks of October 7th, 14th and 21st.

The train-the-trainer session will be offered from 10:30 a.m. -12:00 p.m. at 3414 Cherry Ave, Suite 100, in Keizer. This session is geared toward offices that want to send a point person to learn the material, then tailor it to the needs of their local area.

The in-person, classroom training will cover all the important FS changes which pertain to all populations served by the FS program. The training will also include approximately an hour on the new reporting system for companion TANF cases.

Both training options will cover the same curriculum, but the train-the-trainer session will spend less time on the TANF-related policy. Staff are welcome to select whichever training option fits their needs.

To balance the realities of time and staffing – while meeting needs of in-person training and controlling travel expenses – we are asking that you work with us to find venues for the classroom training that allow for larger class size. The training will be one-half day: morning sessions will run from 8:30 - noon, afternoon sessions from 1:00 to 4:30.

The goal is that few staff have to travel more than one hour to attend training, with no overnight stays required. We would like the number of attendees to be between 20 with a maximum of 50 at these training sessions.

By September 11, please identify a contact person for your SDA to work with us on scheduling and to help secure local facilities for the training. We will work with you to make the training as convenient to your local schedule as possible. The central contact is Sandy Ambrose at 503 378-5707 X 234.

Once we have the schedule completed, all sessions will be added to the On-Line Training Registration System so staff can see all the dates and locations available to them. We will be scheduling two follow-up classes in November for any staff who are unable to find a nearby session that fits into their calendar.

We will do our best to provide solid training to your staff without emptying your offices or putting too much strain on your budget. Thanks for your help.

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